



DEPARTMENT OF THE NAVY

NAVAL FACILITIES ENGINEERING COMMAND
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From: Commander, Naval Facilities Engineering Command

Subj: HAZARD ABATEMENT ACCOUNT FY00 PROGRAM MANAGEMENT

Ref: (a) FY99-03 Defense Planning Guidance
(b) DODINST 6055.1, DoD Occupational Safety and Health Program

Encl: (1) FY00 HA Program Project Execution Guidance
(2) FY00 HA Program Management Requirements
(3) FY00 HA Centers of Expertise
(4) FY00 HA Points of Contact

1. The Hazard Abatement (HA) Program continues to receive high level DoD, ASN, and OPNAV interest. Specific planning guidance was issued by SECDEF, reference (a), emphasizing the following:

- Prevention approaches to meet new legal requirements, ensure adherence with existing requirements, and return to adherence with legal requirements when violations are identified.
- Prioritization of hazard abatement projects based on the abatement priority number explained in reference (b). Compliance with federal, state, or local regulations, as required.
- Fund risk management strategies towards achieving a near term goal of zero Class A accidents, with the ultimate goal of zero total accidents, no occupational injuries and illnesses, and full compliance with DoD health and safety standards.

2. Experience gained over the past few years along with recommendations from OSD, ASN, CNO N4, and N45 and major claimant clients led to the guidance contained in encl (1).

3. With minor modifications encl (2) is reissued.

4. Consolidation of HA Project Management will continue according to the direction provided in FY99 as will the Centers of Expertise. Building on the success of the Ergonomic Center on the West Coast, additional ergonomics assistance located in Washington D.C. will be provided for East Coast activities. See encl (3) for details on the Centers of Expertise.

5. Additional information concerning the HA program including the Hazard Abatement Miniguide and Project Request forms are available on the NAVFACHQ home page at http://www.navfac-safety.navy.mil/ha_proj.htm.

6. Encl (4) is provided for information.

7. The headquarters contact is John Bodi, HA Projects Manager, (FAC-SF2) at (757)444-5193 or DSN: 564-5193.

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By direction

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**FY00 HAZARD ABATEMENT PROJECT EXECUTION GUIDANCE
FOR
NAVFAC HA PROGRAM MANAGERS (PACIFIC, WEST COAST, and EAST COAST)**

- A. CNO policy states that activity Commanding Officers have the primary responsibility to abate employee hazards and to budget accordingly in MRP, O&M,N, OPN, RDA, and MILCON accounts. HA funding is only a supplement to assist various high hazard, high employee risk projects beyond the capability of the local activity. (OPNAVINST 5100.23E)
- B. All projects for FY00 execution shall meet the following criteria:
 - 1) They are the highest risk hazards not just the oldest projects. Assess relative risk by using the Abatement Priority Number (APN)
 - 2) They correct only **real hazards to people**. Ensure there is **evidence** the condition is hazardous, a violation of an OSHA standard, and there is a violation report from an agency independent of the activity. Ensure the project is not for property protection.
 - 3) The facility where the project is to be executed will continue in operation for the foreseeable future. Where doubt exists, obtain a letter of certification from the activity Commanding Officer. BRAC bases are BRAC-funded and excluded from HA funding.
 - 4) The proposed fix will specifically correct the hazard. For high cost projects, obtain an outside opinion for a second abatement option. The Naval Facilities Engineering Service Center is available for such services especially concerning ventilation systems, asbestos, and indoor air quality.
 - 5) The proposed construction agent is highly capable of executing the project.
 - 6) The requirements of OPNAVINST 11010.20F, Facilities Projects Manual, are met.
- C. Use innovative strategies to expedite abatement. Use design/build to maximum extent. Use Public Works Centers or station forces where appropriate; use performance specifications; use existing indefinite quantity contracts.
- D. Ensure projects are not "gold plated". Abatement projects with a RAC of 4 or 5 are the activity responsibility to fund and correct.
- E. Be sure the technical aspects of each project are known intimately.
- F. Emphasize industrial ventilation (especially where NFESC has performed technical evaluations), fall protection, industrial ergonomic process hazards, hazardous material control, health hazards, electrical safety, fire safety (alarms, egress, detection).
- G. Include BOQ, NEX, medical clinics, and MWR facilities if the station owns the buildings.
- H. Asbestos projects must meet the same risk criteria as other projects, i.e., the APN must be applied to them. Develop a RAC for asbestos projects following the instructions for the HA Project Request Form (http://www.navfac-safety.navy.mil/ha_proj.htm). Vinyl asbestos floor tile removal is specifically prohibited per OSD directive (<http://www.acq.osd.mil/ens/sh/VAT.GIF>). Asbestos projects must involve friable, accessible and damaged (FAD) asbestos containing material (ACM).
- I. Fund asbestos removal by RPM, MILCON, HSG, demolition or other appropriate accounts if demolition or renovation of a building necessitates removal/disposal of ACM. The cost of

asbestos removal must be included/funded as part of the building demolition/renovation project.

- J. Asbestos program management and control expenses are an activity responsibility. These include costs for training, certifications, record keeping, inventories, surveys, personal protective equipment, and other equipment.
- K. Removal of lead and lead contamination in family housing is to be funded from the Family Housing, Navy appropriation. Removal of lead contamination in industrial facilities and firing ranges is to be funded by activity O&M funds or environmental compliance or cleanup funds. HA funds may be used to abate airborne lead hazards where exposure is greater than the OSHA permissible exposure limit of $50 \mu\text{g}/\text{m}^3$.
- L. Radon exposure limits are established by the Clean Air Act as enforced by the Environmental Protection Agency and O&M,N or environmental funds should be used to abate exposure to radon.
- M. Surveys are not to be HA project funded; however, specific facility assessments may be needed as part of a project design.

FY00 HAZARD ABATEMENT PROGRAM MANAGEMENT REQUIREMENTS

A. **EXPERTISE:** Each NAVFAC activity that manages the FY00 Hazard Abatement program (PACDIV, SWDIV, EFA NW, and East Coast) shall have a Program Manager (PM) who is thoroughly familiar with the OSHA abatement program and standards, NIOSH criteria documents, NAVOSH program requirements, and NFPA Life Safety codes. Having the needed career expertise, an industrial hygienist (GS-690) or safety manager (GS-018) is recommended as the HAPM. Any other person must have adequate training and experience to be OSHA/NAVOSH proficient. The HAPM shall have database and spreadsheet proficiency and knowledge of the DOD Budget and Execution System. Asbestos HA projects shall be approved by a certified asbestos project designer.

B. **CLIENT SERVICE:** The HAPM shall visit clients to help them develop abatement projects; monitor project progress; and keep clients informed of project/funding status. The HAPM will maintain good client relations with each activity OSH office and facilities office.

C. **TECHNICAL:** The HAPM shall perform technical and economic reviews of proposed projects. The HAPM shall keep the HA database updated with current information and assure FIS is accurate. The PM shall thoroughly coordinate projects in-house with designers, planners, safety managers, and design safety engineers. The PM will assure projects meet Navy policy for OSH HA funding.

D. **FINANCIAL:** Program Management work year funds shall be used for HAPM costs, data entry, project planning, and monitoring. Design, contracting, and construction costs shall be charged against the individual projects. HA funds not obligated from each project cannot be used for other than HA. Excess funds will either be used to fund other client high priority abatement projects or returned to NAVFACHQ for redistribution to other projects.

E. **PERFORMANCE INDICATORS:** Due to high visibility with OSHA, OSD, ASN and OPNAV, the HA program should be reviewed on a frequent basis. In particular, track obligations at least monthly to ensure they are on track and all funds will be obligated by the end of the year. Track completions to ensure projects are completed in a timely manner. Keep a record of client visits and ensure all clients are contacted at least once per year.

F. **PROJECT TRACKING:** A PC HA database program was fielded in FY97 to replace the old FACSO DAP/MIS system and will be used to track projects from proposal to completion.

G. **ASBESTOS ABATEMENT:** Use Public Works Centers as their costs are generally less than private contractors or use activity forces if trained, cost effective, and available. SEABEES are not available to abate asbestos.

FY00 HAZARD ABATEMENT CENTERS OF EXPERTISE

- A. To provide consistent, economical, expedient HA common designs SWDIV will continue to be designated as the "HA Design Center of Expertise" for fall protection and Ergonomics Process Engineering. In addition, this year the PWC Washington HAPM will contract for ergonomics consultation on the East Coast. These centers of expertise evaluate projects submitted to the HA program to determine risk and appropriate abatement solutions. As work load permits, they will also be available for consultation with all Navy activities to provide fall protection and ergonomics solutions.
- B. To provide consistent, economical, expedient HA common designs ESC NAVOSH Air Branch will continue to be designated as the "HA Design Center of Expertise" for industrial ventilation. ESC NAVOSH Air Branch will provide ventilation design review and acceptance testing for projects provided by NAVFACHQ as well as emerging HA projects.
- C. EFA NW will continue to be designated as the "Hazard Abatement design Center of Expertise for Naval Air Stations and for Shipyards & Waterfront." These HA Program Managers will provide expertise to assist all Navy shipyards, waterfront activities, and Naval Air Stations and as requested by clients to ensure cost effective common abatement designs.
- D. HA clients Navy-wide will continue to be offered execution choices, including activity forces, activity BOS/JOC, PWC or EFD/EFA design/construction services.

HAZARD ABATEMENT PROGRAM POINTS OF CONTACT			
MAILING ADDRESS/PHONE/FAX #/UIC	CODE	NAME	JOB FUNCTION
Navy Public Works Center OSH Support Office Code 09K1/SF2 9742 Maryland Ave Norfolk VA 23511-3095 DSN 564-5193 Comm 804-444-5193 FAX # 804-445-9454 UIC 00187	SF2	John W. Bodi DSN 564-5193 jbodi@pwcnorva.navy.mil	Hazard Abatement Project Manager
Commander PACNAVFACENGCOM Pearl Harbor, HI 96860-7300 Comm (808)474-5989 FAX # 808-471-5870 UIC 62742	ENV1814	Gordon Yamamoto (808)474-5989 yamamotogt@efdpac.navfac.navy.mil	HA Program Manager
Commanding Officer SOUTHWESTNAVFACENGCOM 1220 Pacific Highway San Diego CA 92132-5190 Comm 619-532-2025 FAX # 619-532-1195 UIC 68711	4CN.GH 4CN.CR 4CN.BT	Glenna Humphrey DSN 522-2025 humphreys@efdswnavfac.navy.mil Cathy Rothwell DSN: 522-2536 rothwellcb@efdswnavfac.navy.mil Basil Tommina DSN:522-3041 tominnaby@efdswnavfac.navy.mil	HA Program Manager Ergonomics Process Engineer Fall Protection Engineer
ENGFLDACT WEST		Contact SOUTHWESTNAVFACENGCOM	
EAST COAST ACTIVITIES INCLUDING EUROPE CONTACT: Commanding Officer Navy Public Works Center ATTN: Code 09K (G. Hamilton) Bldg. 175 901 M Street SE Washington DC 20374-5041 Comm 202-685-3295 FAX # 202-433-3460/685-8199 UIC 62477	09K	Gary Hamilton DSN 325-3295 hamilton.gary@pwcwash.navy.mil	HA Program Manager
Commanding Officer ENGFLDACT NORTHWEST 19917 7th Ave NE Poulsbo, WA 98370-7570 Comm 360-396-0256 FAX # 360-396-0857 UIC 44255	184MC	Mike Sargeant DSN 744- 0256 sargeantmc@efanw.navfac.navy.mil	HA Program Manager Naval Air Station Hazard Abatement